



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

TO: Superintendents of Schools

FROM: David Abbott, Assistant Commissioner

DATE: June 8, 2004

SUBJECT: Request for Proposals -- Consortium Student Information System (CSIS) Initiative

The Rhode Island Department of Education (RIDE) has been increasingly focusing its resources on developing a statewide comprehensive, data-driven decision support system through the development and implementation of Progressive Support and Intervention (PSI), the State assigned unique student ID system (SASID), and an Information Services portal that facilitates information exchange and state reporting (eRIDE).

RIDE is now working on creating a Comprehensive Education Information System (CEIS) which will ultimately enable educators to use data to evaluate and plan programs, to justify spending, to differentiate instructional practices and to inform all interested parties including parents and students. A consolidation of LEA Student Information Systems (SIS) will be a critical factor in making CEIS more effective and efficient.

To that end, I am pleased to announce that RIDE is requesting proposals from LEAs to form or join cooperative partnerships for the purpose of migrating their student information systems to a shared solution. (Two copies of the RFP are enclosed and it can also be viewed at <http://www.ridoe.net/csiss>.) Under this Consortium Student Information System (CSIS) Initiative, selected LEAs will receive start-up funding as an incentive to share with other LEAs a limited number of common solutions to their data management needs. We anticipate that there will be a minimum of \$500,000 available for this RFP. Proposals must be submitted by July 10, 2004.

cc: District IT Directors
Ed Giroux

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

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Consortium Student Information Initiatives

A Request for Proposals

The VISION

With No Child Left Behind (NCLB), we are in a new era of education: high standards, accountability and school improvement. Data analysis tools are no longer optional; they are now required to meet the requirements of NCLB and other federal standards. Within this new environment, Local Education Agencies (LEAs) and the Rhode Island Department of Education (RIDE) have determined that a statewide comprehensive, data-driven decision support system is needed so that educators will be able to use data to evaluate and plan programs, to justify spending, to support Individual Education Plans (IEP) and to inform all interested parties including parents and students. It is believed that a collaborative implementation of data tools is the preferred way to ensure consistent data elements and data collection and availability throughout the state and to keep costs low.

RIDE has increasingly focused its resources on developing the State's information infrastructure to support informed educational decisions and investments (see "Progressive Support and Intervention: The Rhode Island System of Accountability for Schools and Districts, 2003"). In 2003, RIDE also developed and implemented an Information Services portal (eRIDE) that facilitates information exchange and state reporting. Early this year, RIDE implemented the State assigned unique student ID system (SASID), which enables RIDE and LEAs to track students' enrollment history and academic achievement longitudinally and across programs. The next step is to create a Comprehensive Education Information System (CEIS) to support informed educational decisions. The basis for making this investment is to create responsive and supportive systems that will improve teaching and learning.

RIDE and local school systems currently collect large quantities of data about schools and districts, such as student records on demographics, enrollment, attendance, services received and academic performance. These data are not available in a timely fashion, nor are they easily accessible, and the focus is more on compliance than on performance outcomes. As a result, data are not effectively shared among educational programs. Ultimately, the implementation of CEIS will result in the increased capacity of school administrators, teachers and parents to use information systems applications to analyze results, explore best practices and adjust instructional procedures.

Project purpose:

The Consortium Student Information System (CSIS) Initiative is the pilot implementation of a statewide Comprehensive Education Information System (CEIS). The objective of this funding initiative is to provide an incentive for LEAs to cooperatively share a limited number of common solutions to district data management needs that meet the current and emerging standards and protocols of data sharing, storage and retrieval. To achieve this objective, RIDE will provide start-up funding for LEAs who form or join cooperative partnerships representing a significant number of districts for the purpose of migrating their student information systems to a shared solution.

Eligible Applicants and Fiscal Agents:

An applicant must be either (1) a member of a new consortium of LEAs that will partner or collaborate with each other or join current projects which are underway or (2) an individual LEA wishing to join an existing cooperative partnership. In either case, applicants must be building Student Information Systems which meet the design specifications described in the Technical Approach section of this RFP.

Selection priority and technical assistance will be given to assist applicant schools that have the highest numbers or percentages of children in poverty and/or demonstrate the highest need for technology.

Technical Approach:

Systems to be developed under this Consortium Student Information System (CSIS) Initiatives RFP must meet the following design specifications:

1. All system components must have high scalability in performance, storage and support of an increasing number of concurrent users.
2. All system components must adhere to all rules relating to confidentiality and must be developed with adherence to FERPA and IDEA.
3. All system components must have high availability (24/7/52).
4. All system components must have high accessibility. Users of each component of the system will connect to a Web interface. It is expected that users will connect to the system via the Internet using HTTPS. Web interfaces must be intuitive and easy to use, and must comply with federal laws and regulations regarding accessibility for individuals with disabilities. Features included in the interfaces must not require users to have additional tools or software unless they are provided free of charge to the users.
5. The system must contain all modules mandated by each district and provide fully compatible additional modules as required by each district.
6. Each and every component of the system must have a plan for backup and recovery.
7. The system must contain all core data elements for state reporting, adopting the State's common data dictionary (<http://www.eride.ri.gov/CCDataBook.asp>).
8. The system must apply SIF standards and provide a SIF agent for LEA-to-LEA/LEA-to-state reporting, and must accommodate official SIF objects and elements when they become available.
9. The system must provide functions to automate state reporting with inherent internal validation of entries, and must provide a "staging area" wherein data submissions are stored before they are certified (approved) by the LEA and incorporated into the production database.
10. The system must provide an interactive Web interface to the CSIS data in the "staging area" to allow LEA and/or site personnel to examine individual records through a choice of views. Schools must be able to run, view and download basic aggregate reports.
11. The system must be able to adapt to changes in reporting requirements including but not limited to Article 31, AYP, NCLB, and PBDMI.

12. The system must support the State Assessment and Accountability and NCLB requirements, including the ability to supply state assessment vendors with student demographic information for pre-coding of standardized test documents and to validate the information after State testing.
13. The system must adopt the State Student ID system (SASID) and provide built-in functionality to locate, extract and locate SASID from the state system, and must adopt other Statewide ID systems, including the Schools Directory system.
14. Data sources must be comparable and linkable for individual students longitudinally and across local systems.
15. Individual student records (with a statewide unique SASID) must be maintained for participation in major programs.
16. A complete enrollment history must be maintained electronically for each student, from which accurate longitudinal graduation, dropout, and mobility statistics can be generated.
17. Background and demographic data for individual students must be maintained electronically and linked to enrollment, demographic and program data.
18. Individual electronic, historical staff records must be maintained with the capacity to link them to programs, classes, and students for analysis.
19. Program and school level financial accounting must be linkable to student outcomes and programs.
20. Multiple user access levels must be created so the public can access appropriate aggregate data while parents and school staff with a need to know can access appropriate confidential data.
21. An official state-approved student academic transcript must be exchanged electronically between schools, districts, and other states whenever a student moves.

LEA Commitment:

This project requires support and commitment from the LEA to cooperate with the state and a growing cohort of their peers to develop a collaborative solution to data storage and management decisions. The school proposal must be consistent with the LEA strategic plan and the school improvement plan. In addition, it is important that the LEA is well into the process of reviewing their data management needs and is prepared to make significant changes to their data systems.

LEAs interested in submitting a proposal for the Consortium Student Information System RFP would be able to describe themselves as follows:

- (a) They have evaluated their current system as to its adequacy to support its assessment, accountability and scheduling, financial, and other support services functions, and believe it is inadequate for their immediate future needs.
- (b) They have identified the desired outcomes and products that must be provided in any new system.
- (c) They have developed a plan of action to implement a new system.
- (d) They can support the new information system with current or planned staffing. The LEA should have strong technical support from its staff. The application provides for signatures from the LEA leadership.

Awards

Awards will be made to each selected LEA, either as a member of a selected consortium or as an individual LEA that is proposing to join an existing cooperative partnership. Funding will be intended to pay for costs associated with converting to a consolidated SIS. Appropriate expenditures might include: vendor-provided, one-time local modifications to a system at installation; vendor-provided or assisted data migration to the new system; trainings; and/or workshops.

The typical award to each selected LEA will be a base award of no less than \$10,000 plus a per student allotment to be determined. Grant awards are subject to rules governing the receipt of federal funds.

CONSORTIUM STUDENT INFORMATION SYSTEMS RFP

APPLICATION

APPLICATION PACKET and CHECKLIST

The application for the CONSORTIUM STUDENT INFORMATION SYSTEMS RFP Grant must include 5 copies of each item listed below:

- * 1. **Cover Page** (Attached) (RIDE's Statement of Assurances)
- * 2. Project **Abstract - less than 50-word summary** of the project objectives and strategies.
- * 3. **Narrative 10-page maximum** (double-spaced, 10-12 pt font) SEE BELOW for instructions for completing this section.
- * 4. District or School Technology Plan (If not already on file with RIDE)

SCHOOL NARRATIVE INSTRUCTIONS

Provide clear, concise and thorough explanations of A - E below, referencing a recent LEA data needs evaluation, where appropriate. **USE THE BOLD TEXT AS SECTION TITLES.** No other narrative is necessary or desired. If the information requested below is directly addressed in a recent BID PROPOSAL, you may choose to indicate the appropriate pages where that information is located in addition to or in lieu of narrative response to each question. If a BID PROPOSAL is referenced, it must accompany this submission.

A properly prepared narrative should be brief and to the point. The requests for information in A and C can be fulfilled by a table.

- A) Explain how the proposed project will support the **Data Collection Goals** of the LEA and integrates with the efforts of the Rhode Island Department of Education CEIS consolidated design.
- B) Explain why you believe this LEA can be described as **Meeting Future Data Needs** of the LEA and at the same time achieving the state's vision for a highly integrated, cost effective and efficient solution to data management, storage and information sharing.
- C) Describe the **Existing Student Information System (SIS)** within the LEA in terms of system functionalities, data elements, user features and reporting capabilities; benchmark against the General Requirements for a local SIS by the State; and identify areas of significant improvement in the system, including reporting capabilities, after the conversion to a consolidated SIS.
- D) This project requires a significant effort on the part of local technology support staff and will likely add to the ongoing costs of data management in the LEA. Provide an ATTACHMENT prepared by LEA technical staff describing their **Ability To Support This Project**. Additionally, provide a commitment from an administrator to support ongoing costs associated with the proposed SIS.

E) Discuss any **Professional Development** for teachers, administrators, and other staff that you will provide for the use and application of technology acquired through this grant.

HOW TO APPLY:

See the check-off list above.

The original and five (5) copies of the completed application must be submitted no later than July 10, 2004 to:

Rhode Island Department of Education
Shepard Building,
Attn: Bill Fiske
255 Westminster Street
Providence, RI 02903

Phone: (401) 222-4600, ext. 2130

NOTE: Do not attach any additional support materials, tapes, videos, appendices, etc. They will not be considered in evaluating the merits of your proposal. Do not use binders or any additional cover sheets.

COVER PAGE FOR CONSORTIUM APPLICANTS

CONSORTIUM STUDENT INFORMATION SYSTEMS RFP

(Use additional pages if more than 4 LEAs in Consortium)

Proposal Name: _____

Submitted By A Consortium of:

LEA 1 _____

SUPERINTENDENT'S SIGNATURE: _____

LEA 2 _____

SUPERINTENDENT'S SIGNATURE: _____

LEA 3 _____

SUPERINTENDENT'S SIGNATURE: _____

LEA 4 _____

SUPERINTENDENT'S SIGNATURE: _____

Contact Person for Consortium: _____

Title: _____

Phone, fax, e-mail: _____

AMOUNT REQUESTED: (Amount allocated will be determined according to the formula described in the Awards Section of the RFP.)

PROJECT PERIOD: From: July 11, 2004 To: September 30, 2004

DATE SUBMITTED: _____

COVER PAGE FOR INDIVIDUAL LEA APPLICANTS
CONSORTIUM STUDENT INFORMATION SYSTEMS RFP

Proposal Name: _____

Submitted By:

District Name _____

SUPERINTENDENT'S SIGNATURE: _____

Contact Person for District: _____

Title: _____

Phone, fax, e-mail: _____

AMOUNT REQUESTED: (Amount allocated will be determined according to the formula described in the Awards Section of the RFP.)

PROJECT PERIOD: From: July 11, 2004 To: September 30, 2004

DATE SUBMITTED: _____